

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



June 26, 1980

ALL-COUNTY LETTER NO. 80-39

TO: ALL COUNTY WELFARE DIRECTORS
FISCAL OFFICERS
ADMINISTRATIVE SERVICES OFFICERS
COUNTY AUDITORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE CLAIM

REFERENCE:

This is to provide time study instructions for the July-September 1980 quarter. Included are instructions applicable to CPS Emergency Response, Cuban refugees, and IV-A Foster Care. In addition we have included procedures for the computation of full-time equivalents for the administrative and clerical support pools.

The Social Services Time Study (DFA 46) will be revised effective July 1980. The July 1979 revision should continue to be utilized for the Eligibility Time Study (DFA 43). Additional claiming instructions and other necessary form revisions (including the DFA 403) will be provided in September.

EMERGENCY RESPONSE

In response to county concerns regarding the restrictive claiming parameters for the CPS Emergency Response program, DSS reviewed the program guidelines in an effort to expand those activities subject to reimbursement while maintaining adherence to the legislative intent. As a result of that review, the following additional activities should be charged to CPS-Emergency Response-Basic (Line E), effective July 1, 1980.

- (1) Time spent by social services staff determining, or assessing the need for an immediate, in-person response (e.g., the initial telephone call).

NOTE: The prior time study language which limited allowable Emergency Response activity to that performed after the determination of an emergency, has been erroneously maintained on the July 1980 revision of the Social Services Time Study (DFA 46).

- (2) Service case documentation of the response incident.
- (3) Time spent by social services staff in short-term (less than eight weeks) training relative to the Emergency Response program.
- (4) Statistical reporting on the TEMP 1344.
- (5) Time spent by social service workers and/or first-line supervisors performing public awareness activity (e.g., establishing and/or maintaining working arrangements with other county and community agencies).

CUBAN REFUGEES

DSS has yet to receive formal direction and/or regulations from DHHS, authorizing reimbursement under the Refugee Act of 1980. Until such time, counties are instructed to charge time spent on all Cuban refugee cases, including those entering the country after October 1978, according to the existing time study instructions. However, pending formal notice counties are requested to maintain separate records documenting the time spent on those Cuban refugees entering the country after October 1978.

Cuban applicants which have not attained formal refugee status (applicants for asylum) are eligible only for Non-assistance Food Stamps and Title XX services. At this time they will continue to be ineligible for other forms of categorical assistance. However, counties are also requested to maintain separate records on time spent on such cases in the event that additional federal funds become available.

IV-A FOSTER CARE (DFA 46 LINE Q)

Currently DSS is researching the potential for charging certain social service activities relating to the determination of Federal BHI eligibility to Title IV-A. Effective July 1, 1980, DSS will be modifying the Social Services Time Study (DFA 46) in order to isolate the time spent by social service staff on specific Foster Care activities in the event that Title IV-A funding is approved.

The activities which have been identified as having potential for FFP under Title IV-A begin at the point of application and end at the point the child is adjudicated a dependent of the court under Section 300, or when the child is determined to be federally ineligible. Time should only be charged to Line Q for those cases in which the county is actively pursuing Federal BHI eligibility. Time spent on voluntary placements as well as other/nonfederally eligible cases should continue to be charged to Title XX Out-of-Home Care for Children.

Specifically, counties should charge to IV-A Foster Care all services time spent performing the following activities:

- 1. Completion and submission of AFDC-BHI application documents;
- 2. Any investigation activities/home visits necessary for the development of the foster care plan and/or court reports;

3. Attending judicial hearings for the purpose of establishing dependency;
4. Selection of placement facility (may include preplacement visits, if necessary);
5. Preparation and filing of required court documents necessary to establish the child's dependency. This includes the petition, and any other documents necessary to obtain a detention order and/or the initial jurisdiction order;
6. Case documentation for the above activities of foster care cases.

CLERICAL AND ADMINISTRATIVE STAFF - FULL-TIME EQUIVALENT MODIFICATION
(DFA 403)

The DFA 403 currently captures the number of clerical and administrative staff whose salaries are being claimed in the support salary pools on the DFA 325.1, GRP II, A1 and A2. However, in order to more accurately reflect the support staff utilized by the counties, the DFA 403 has been revised to provide full-time equivalent (FTE) information in this area. Since support staff do not time study, the instructions for determining FTE support staff differ from the method of determining eligibility and social service FTEs. (For the determination of eligibility and service staff FTEs, please reference All-County Information Notice I-13-77.) The methodology for determining FTE support staff is outlined below:

FTE Methodology

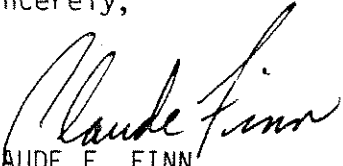
1. Use the same month that is used for time studying eligibility and social service staff. This is the "counting" month of the quarter.
2. Determine the number of positions filled during the counting month of the quarter on either a full-time or part-time basis. (See examples of full-time and part-time positions below.)
3. Each full-time position is considered as 100 percent time worked and receives one full-time equivalent (FTE) position count. Enter the FTE count for full-time clerical and administrative staff in Columns I and II, respectively, on Line C1 of the DFA 403 (See examples below).
4. For each part-time position, determine the percentage of time worked and/or pay received. Add the percentages to determine the FTE position count with each 100 percent sum equal to one FTE count. Enter the FTE count for part-time clerical and administrative staff in Columns I and II, respectively, on Line C2 of the DFA 403. (See examples below)
5. Overtime should not be taken into consideration when computing FTE staff.
6. Line C3 on the DFA 403 is the total of Lines C1 and C2.

Examples

	<u>DEFINED</u>	<u>PERCENT</u>	<u>COUNT</u>
<u>Full-Time, Line C1, DFA 403</u>			
1. A full-time position filled by one full-time employee who received a full month's pay.	full-time	100%	1
2. A full-time position shared equally by two employees (split position) who worked the full month and the sum of whose pay is equivalent to one full-time employee.	full-time	100%	1
3. A full-time position filled by a full-time employee who terminated after the first week of the counting month. Without being vacant any time, the position is filled the remainder of the month by a new employee. These two employees received the equivalent of one month's pay.	full-time	100%	1
<u>Part-Time, Line C2, DFA 403</u>			
1. A full-time position filled by a full-time employee for one week of the month and vacant the remainder of the month. Of the 20 days available for work, the position was filled 5 days, which is 25% of the time available.	part-time	25%	see below
2. A full-time position which is (a) filled by a full-time employee the first week of the counting month; (b) vacant the second and third week; and (c) filled by a full-time employee the final week of the counting month. Of the 20 days available for work, the position was filled 10 days, which is 50% of the time available.	part-time	50%	see below
3. A position which has a regular 6 hour working day in an office where 8 hours is full-time (permanent part-time).	part-time	75%	see below
4. An intermittent position filled on an hourly basis for 30 hours during the counting month. Assuming 160 hours were available for work that month, the 30 hours represent 19% of the time available.	part-time	19%	see below
Sum of part-time percentage is 169%. Each 100% represents one FTE count. 169% ÷ 100% = 1.69 FTEs	169%	1.69	

All questions concerning the DFA 403, FTE modification should be directed to the County Administrative Expense Control Bureau at (916) 322-5802. Any other questions regarding this letter should be referred to the County Fiscal Administration Bureau, Department of Social Services at (916) 445-7046.

Sincerely,

A handwritten signature in cursive script, reading "Claude E. Finn". The signature is written in dark ink and is positioned above the printed name and title.

CLAUDE E. FINN
Deputy Director, Administration

cc: CWDA